

United States Government

Department of Energy

Oak Ridge Office

# memorandum

DATE: October 18, 2007

REPLY TO

ATTN OF: AD-442:Aytes

SUBJECT: LEAVE DONATION SOLICITATION

TO: All ORO, OSTI, PNSO, SSO, and TJSO Employees

The 2007 leave year ends January 5, 2008. Any "use or lose" annual leave that is not taken or donated by the end of the leave year will be lost. The following employees, listed alphabetically, continue to be approved leave recipients under the Voluntary Leave Transfer Program (VLTP):

Judy Derrick, Program Support Specialist, Office of Assistant Manager for Science, was approved to participate in the VLTP due to both Ms. Derrick and her husband experiencing numerous health conditions which require Ms. Derrick to have repeated absences from work for her own medical testing and treatment and to assist her husband in his treatments.

Katatra Vasquez, Environmental Scientist, Office of Assistant Manager for Environmental, Safety, and Health, was approved to participate in the VLTP due to intracranial surgery and follow-up.

Employees who wish to donate earned leave, may do so by using the attached Leave Donation form. Once completed, this form should be given to your time and attendance representative for forwarding to the Payroll Office of the Oak Ridge Financial Service Center. Please be sure to include the name of the employee to whom you are making a donation in Block 9 on the donation form. NOTE: If you wish to donate "use or lose" leave, you must indicate in Block 8 of the donation form that the leave is "use or lose."

Your attention is called to the following requirements of the VLTP:

1. Only earned annual leave may be donated which includes any "carryover" hours and "restored" hours.
2. The maximum annual leave donation by an employee is limited to one half the number of hours the donating employee will earn in the current leave year (26-day category - 104 hours; 20-day category - 80 hours; 13-day category - 52 hours).
3. An employee may not donate annual leave to his/her immediate supervisor.

If you should have questions regarding the VLTP, please contact your Human Resources Specialist.

  
Melanie M. Kent, Chief  
Federal Human Resources Branch

Attachment